



**CITY OF ALLEN**  
**invites applications for the position of:**

## **Firefighter/Paramedic**

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**SALARY:** \$77,234.00 Annually

**OPENING DATE:** 03/15/21

**CLOSING DATE:** 05/12/21 12:00 PM

**DESCRIPTION:**

**The City:**

With over 100,000 residents, the City of Allen is a dynamic and welcoming community. The City of Allen's strong economy, diverse population, great educational institutions and quality of life makes it the ideal place to work, live, and play. The City of Allen has something to offer for everyone.

The City's Mission, is "To achieve excellence in managing development of the community and in providing city services so that conditions of living and public confidence are continually enhanced".

Our employees serve the citizens of Allen with the following values:

- People First – Giving priority to others
- Respect – Treating others with courtesy and dignity
- Integrity – Serving with honesty, trust and hard work
- Deliver – Following through on commitments while exceeding expectations
- Excel – Creating an innovative and improving work environment

The Allen Fire Department is currently accepting applications for the position of Firefighter/Paramedic. Individuals who meet the minimum qualifications listed below are invited to submit an on-line employment application along with supporting documentation to verify eligibility.

Completed application packets must be received in the Human Resources Department no later than 12:00 pm on Wednesday, May 12, 2021. Incomplete application packets will not be accepted and will result in the applicant not being eligible to test.

**REQUIRED DOCUMENTATION:**

- TCFP Firefighter Certification
- TDSHS Paramedic Certification/License
- High School Diploma
- Birth Certificate
- College Transcripts (If Applicable)
- Copy of your Driver's License
- Copy of your Naturalization Papers (If Applicable)
- Copy of your Military Discharge Papers DD-214 (If Applicable)
- Personal Inquiry Authorization Form

-Physical Ability Examination Waiver  
-Documentation Checklist

All the above documents **must** be submitted together at the same time **prior** to the application deadline of Wednesday, May 12, 2021. You can submit the documents by one of two methods:

- 1) Attaching during the application process
- 2) Delivering or mailing all of the documents together to the Human Resources department at the below address:  
Tammy Chasteen  
305 Century Parkway  
Allen, TX 75013

Upon receipt of your application, all required documents, and verification of qualifications, applicants will receive additional instructions via email on how to sign up for a test time. The test date will be Friday, May 21, 2021.

The test location will be at Central Fire Station. 310 Century Parkway. Allen, TX.

There will be 3 testing times available and these times can be chosen after receipt of application and all required documents:

8am  
11am  
2pm

## **ESSENTIAL FUNCTIONS:**

The purpose of this position is to preserve the lives and property of the surrounding community by providing fire and medical services. This is accomplished by utilizing skills in firefighting and medical activities, responding to fire, emergency and medical calls, completing fire suppression activities, providing patient care, operating fire and medical equipment and apparatus, maintaining firefighting and paramedic certifications and attending training sessions. Other duties may include performing preventative maintenance on fire and medical equipment and apparatus, assisting with fire station maintenance, completing medical and fire documentation, educating the community on fire safety and first aid procedures and interfacing with other City employees and citizens. This position does not provide direction to other employees. This position fills in as Driver/Operator/Engineer when assigned.

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

- Provides emergency medical services by responding to emergency calls, assessing the medical needs of patients, determining best immediate treatment, administering advanced life support, utilizing advanced medical skills, operating life-saving equipment, driving apparatus to emergency scenes, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
- Protects lives and property by responding to fire and emergency calls, performing radio communications, completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing equipment to suppress fires and documenting actions when appropriate.
- Maintains fire-fighting and paramedic equipment and fire station property by performing preventative maintenance on equipment and machinery as assigned, ensuring apparatus is operating properly and safely, determining if problematic or faulty parts exist, replacing

faulty parts as assigned, completing lawn activities such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.

- Maintains assigned medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.
- Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
- Conducts fire inspections when requested by visiting various City structures, observing and investigating the premises, determining compliance with fire safety codes and ordinances and documenting findings.

## **JOB REQUIREMENTS:**

### **Education**

High School Diploma or GED

### **Certification and Other Requirements**

Valid Driver's License

Texas Commission on Fire Protection Firefighter (Structural) Certification

Texas Department of State Health Services Paramedic Certification or License

Please note: Any applicant who has tested for the Firefighter/Paramedic position with the City of Allen within the past two years (2018-2020) and has not been selected to move forward in the interview process will not be eligible to test.

To advance in the hiring process, qualified applicants are required to take and pass a written exam and a physical ability test. The written and physical ability exams will be scheduled for Friday, May 21, 2021.

### **Entry- Level Firefighter Candidate Study Guide:**

This study guide is available exclusively from IPMA-HR. You can order online at:

<https://www.publicsafetycompass.com/>

Please allow several weeks prior to your scheduled test date to prepare with the study guide. A priority shipping option is available at checkout if necessary.

### **Physical Ability Requirements**

This is a physically demanding position requiring individuals to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, see and complete repetitive motions. Individuals may be required to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

As a result of the physical requirements of the position, incumbents will be required to earn a satisfactory rating on the annual Physical Ability Test (PAT) in order to participate in emergency incidents.

## **SUPPLEMENTAL INFORMATION:**

### **Reading**

Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Math**

Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Writing**

Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Managerial**

Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.

### **Supervisory / Organizational Control**

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.

### **Complexity**

Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

### **Interpersonal / Human Relations Skills**

Persuasion Frequent: From 21% to 50% of work time.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofallen.org>

Position #02308  
FIREFIGHTER/PARAMEDIC  
TC

City Hall  
305 Century Parkway  
Allen, TX 75013  
214-509-4678

[tchasteen@cityofallen.org](mailto:tchasteen@cityofallen.org)

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## **Firefighter/Paramedic Supplemental Questionnaire**

- \* 1. In the questions that follow, you will be asked for information about your work history, education, and background as it relates to this position. Your answers to these questions will be verified via polygraph should you make it to that portion of the hiring process. Providing inaccurate information or falsifying your answers to this supplemental questionnaire shall result in your immediate removal from consideration and your permanent disqualification for future employment opportunities with the

Allen Fire Department. Be aware that submitting a resume in lieu of completing the education and employment history sections of the employment application will deem your application as "incomplete" and will disqualify you from further consideration. Do you understand this requirement?

- ☐ Yes  
☐ No

\* 2. Are you currently employed by or have you worked for the City of Allen in the past?

- ☐ Yes  
☐ No

\* 3. I understand that I am required to submit supporting documentation to the City of Allen Human Resources Department no later than 12 p.m. on Wednesday, May 12, 2021 that confirms I have the required education, certifications and licenses to be eligible for consideration for this position.

- ☐ Yes  
☐ No

\* 4. Are you at least eighteen (18) years of age?

- ☐ Yes  
☐ No

\* 5. Do you have a High School Diploma or GED?

- ☐ Yes  
☐ No

\* 6. Do you currently have or will you obtain the TX Department of State Health Services (TDSHS) Paramedic Certification/License by May 21, 2021?

- ☐ Yes  
☐ No

\* 7. Do you currently have or will you obtain the TX Commission on Fire Protection (TCFP) Firefighter Certification by May 21, 2021?

- ☐ Yes  
☐ No

\* 8. Do you have a current & valid Driver's License?

- ☐ Yes  
☐ No

\* 9. Have you had your license suspended or revoked in the preceding thirty-six (36) months?

- ☐ Yes  
☐ No

\* 10. Have you received MORE than three (3) traffic citations for speeding or a chargeable bodily injury or property accident in the preceding thirty-six (36) months where you received a citation, plead guilty to or received deferred adjudication?

- ☐ Yes  
☐ No

\* 11. Have you tested for the Firefighter/Paramedic position with the City of Allen within the past two calendar years and have not been selected to move forward in the hiring process?

- ☐ Yes  
☐ No

\* Required Question